



A P E G S

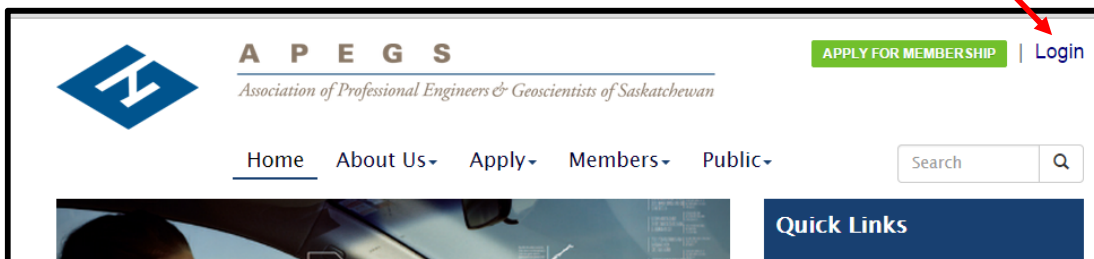
Association of Professional Engineers
& Geoscientists of Saskatchewan

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Certificate of Authorization “Easy Payment” and APEGS Central access for Official Reps

Updated Oct 21, 2018

Step 1: One of the Official Reps logs into APEGS Central. Click **Login** in the top right corner of the APEGS home page www.apegs.ca



Step 2: Enter your personal User ID and Password.

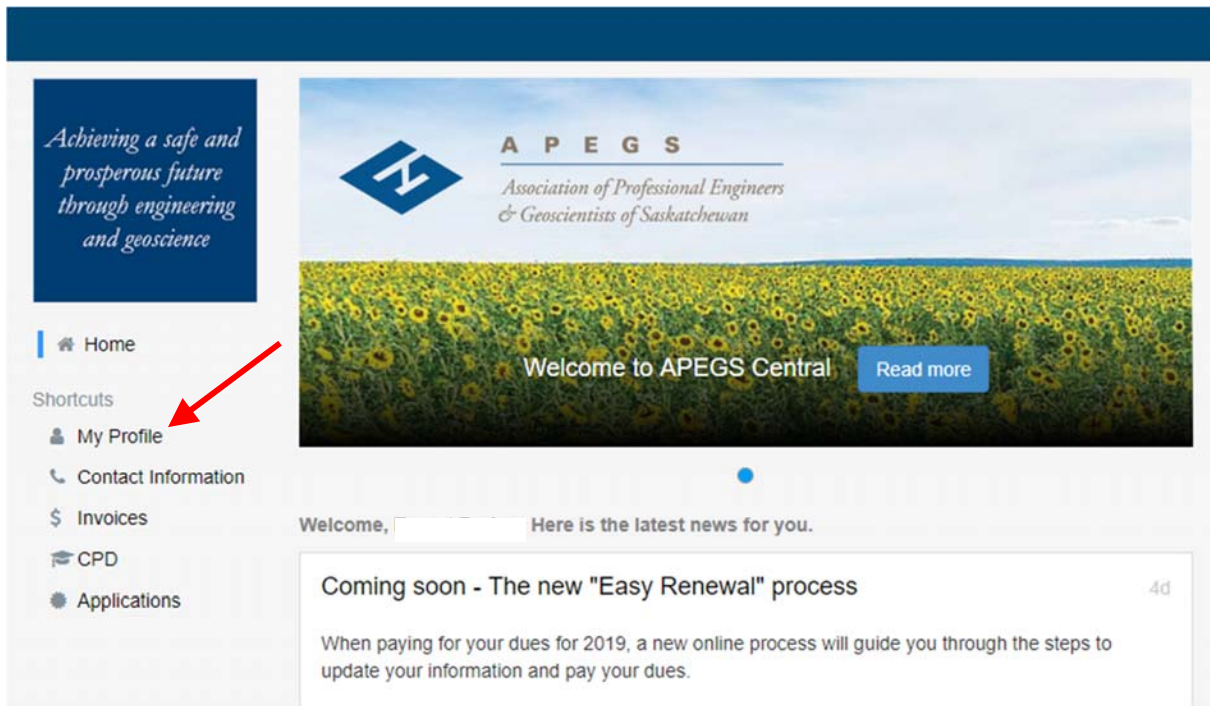
User ID is your 5-digit registration number. Use a preceding zero if it is a 4-digit number.



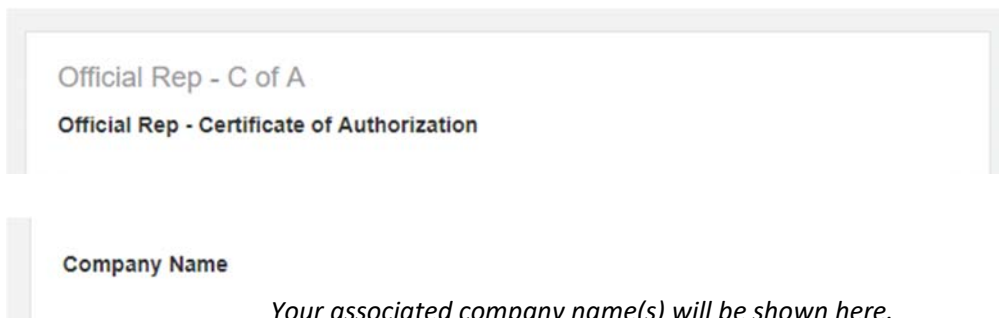
Use **Forgot password** if your password does not work.
Email apegs@apegs.ca if you have trouble.
Note: some business spam filters do not allow email from APEGS. If so, try your home email address.

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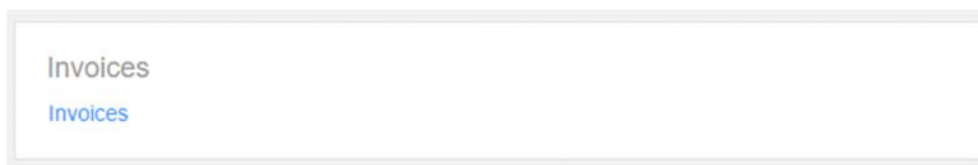
Step 3: Select 'My Profile' to access the C of A information associated with you.



Step 4: Scroll down and select the applicable Company Name in the box 'Official Rep – C of A'. This will re-direct you to the C of A record.



Step 5: In the 'Invoices' box, select 'Invoices'. Follow the instructions on screen.



Notes:

- Leave Address Line 1 as the main contact person's name and do not adjust the address types.
- At least one Official Rep must have personal annual fees paid in full before any C of A fees can be paid on-line.